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16 September 1955

BUDGET - 22
FINANCE - 21
FISCAL - 20
TAS - 23
PAS - 23

COMPTROLLER NOTICE NO. 23-55

SUBJECT: General - Public Law 94, 84th Congress, 28 June 1955
"Federal Employees Salary Increase Act of 1955"

Specific - Lump-Sum Retroactive Payments to Certain Employees

1. GENERAL

- a. Pursuant to the "Federal Employees Salary Increase Act of 1955," the Director of Central Intelligence adopted the salary schedules in Section 2 therein, retroactive to 13 March 1955, for all staff personnel of this Agency whose compensation is fixed administratively on the basis of compensation schedules of the Classification Act of 1949. (Reference - Headquarters Notice)
- b. In effecting the adjustment of compensation due employees on the confidential funds payroll at 28 June 1955, who had been transferred from the vouchered funds payroll during the retroactive period beginning 13 March 1955, it is necessary to insure that the procedures employed do not violate the confidential character of personnel security information.

2. PURPOSE

- a. The purpose of this Notice is to set forth the procedures that are to be followed by the Fiscal and Finance Divisions in processing for payment to these certain employees the amounts of compensation due covering that part or parts of the retroactive period when the employees were carried on the vouchered funds payroll.

3. PROCEDURES

- a. The Fiscal Division shall prepare a list of the employees who from its records indicate that they were transferred to the confidential funds payroll during the retroactive period, and submit it to the Finance Division for verification that the employees have been picked up on the confidential funds payroll and are entitled to the

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retroactive pay adjustment in accordance with Section 10 of Public Law 94.

- b. The Fiscal Division shall prepare schedules reflecting by employee the beginning and ending dates of that portion or portions of the retroactive period that they were carried on the vouchered funds payroll and the particular amounts with respect to earnings and deductions and the net amount due each employee. These schedules shall be certified to by the Fiscal Division and transmitted to the Finance Division.
- c. The Finance Division shall process the payment of these salary adjustments to the employees in the next regular payroll and record all of the payment factors in its regular payroll records.
- d. These payments shall be charged to the 1955 fiscal year allotment accounts corresponding to the 1956 fiscal year accounts to which the employees' current salaries are chargeable.

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